

## WARREN COUNTY BOARD OF SUPERVISORS

### COMMITTEE: PERSONNEL/HUMAN RESOURCES

**DATE:** AUGUST 22, 2007

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**COMMITTEE MEMBERS PRESENT:**

SUPERVISORS GABRIELS  
KENNY  
F. THOMAS  
SOKOL

**COMMITTEE MEMBERS ABSENT:**

SUPERVISORS HASKELL  
BELDEN  
STEC

**OTHERS PRESENT:**

TODD LUNT, DIRECTOR OF HUMAN RESOURCES  
WILLIAM THOMAS, CHAIRMAN  
HAL PAYNE, COMMISSIONER OF ADMINISTRATIVE & FISCAL  
SERVICES  
JOAN SADY, CLERK  
NICHOLAS CAIMANO, BUDGET OFFICER  
JOANN MCKINSTRY, DEPUTY COMMISSIONER OF  
ADMINISTRATIVE & FISCAL SERVICES  
RICH KELLY, PERSONNEL OFFICER  
AMANDA ALLEN, LEGISLATIVE OFFICE SPECIALIST

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Mr. Gabriels called the meeting of the Personnel/Human Resources Committee to order at 9:30 a.m.

Motion was made by Mr. Sokol, seconded by Mr. F. Thomas and carried unanimously to approve the minutes from the August 8, 2007 Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Todd Lunt, Human Resources Director, who distributed the proposed 2008 Budget packets to each of the Committee members. *A copy of the 2008 Budget request is on file with the minutes.*

Mr. Lunt apprised that the proposed 2008 Human Resources (A.1435) Budget request was \$100,556, as compared to the 2007 appropriations of \$95,949, an increase of \$4,607. He directed the Committee members to the third page of the Budget request packet, which reflected the salary schedules for the Department, and he explained that the figures listed there were slightly skewed as they did not reflect his recent salary increase; however, he said that he had been directed to use the figures listed, although they were incorrect.

Mr. Caimano pointed out that this was not correct as Mr. Lunt's salary was higher than the figure listed and should be reflected at the correct rate for the 2008 Budget request. Joan Sady, Clerk of the Board, explained that the correct figure was not reflected on the salary schedule because Mr. Lunt's salary increase had only recently been approved and changes to the salary schedule had ceased at the end of June. Mr. Caimano countered that the Budget for 2008 would have to include the correct salary and Mrs. Sady replied that the figure would be adjusted during the Budget review process, when resolutions approved subsequent to the cessation of changes to the salary schedules were considered. In light of this fact, Mr. Caimano stated that it would be appropriate to consider that the salary request for 2008 would actually be a total of \$83,626, rather than the \$73,626 listed in the request, due to the \$10,000 salary increase recently granted to Mr. Lunt.

Moving on, Mr. Lunt advised that the Supplies (A.1435.410) Budget reflected a 2008 request of \$2,250 in comparison to the 2007 appropriations of \$5,730, a decrease of \$3,480. He said that he was confident that the decreased figure requested would be sufficient to support the minimal amount of supplies required by the Department. Mr. Lunt pointed out that the telephone and postage funds requested were also minimal.

Mr. Lunt explained that the proposed 2008 Memberships & Dues (A.1435.427) Budget request was \$260, as compared to the 2007 appropriations of \$500, a decrease of \$240. He noted that the funds budgeted in this code consisted of \$160 for his annual membership to the Society for Human Resources and \$160 for his Human Resources Institute Certification, which was renewed on a three-year basis. Mr. Lunt apprised that the Data Processing & Internet Fees (A.1435.428) Budget request was \$170, in comparison to the 2007 appropriations of \$300, a decrease of \$130, and he noted that this was a standard fee charged by the IT (Information Technology) Department.

Mr. Caimano asked if this fee was charged to every Department and Mrs. Sady replied affirmatively, noting that a fee of \$85 per user for internet access was charged to each Department. Mr. Caimano asked Mrs. Sady to confirm with Robert Metthe, IT Director, that the entire \$85 fee was being used for internet service and that no overage was being received. Mr. Caimano noted that the Budget request had decreased significantly from the 2007 appropriations and Mr. Lunt explained that this was because \$300 had initially been placed in the Budget code as his was a completely new Department and it was unknown what expenses would be incurred. *(Note: Subsequent to the meeting, Mrs. Sady confirmed that the \$85 per user fee assessed by the IT Department was for internet service only and did not include fees for firewall protection, etc., which were incurred by the IT Department.)*

Discussion ensued.

Returning to the proposed Budget review, Mr. Lunt advised that the proposed 2008 Travel/Education/Conference (A.1435.444) Budget request was \$4,000, as compared to the 2007 appropriations of \$1,000, an increase of \$3,000. He explained that he expected to spend approximately \$1,500 for conferences in 2008 and he hoped to use the remaining \$2,500 to fund management training, as he had been advised by many people that these courses would be beneficial to all of the employees of Warren County. However, Mr. Lunt noted, he may have placed this funding in the wrong code.

Mr. Kenny stated that this may be a duplicate request as other Departments would also be including funding for education in their Budgets. Hal Payne, Commissioner of Administrative & Fiscal Services, agreed with Mr. Kenny's statement, adding that, as seen in the prior Budget requests presented, increased funding for travel and conferences was being included in all requests because it had been removed during the prior years Budget negotiation process.

Mr. Caimano stated that this was a great opportunity to determine what education courses the Department Heads should be participating in. He suggested that the additional \$2,500 be removed

from the Budget for the time being and Mr. Lunt be directed to begin researching possible education and management training courses for the Department Heads, with funding for those courses to be appropriated as needed.

Mr. Payne asked if training was available through the EAP (Employee Assistance Program) on an in-house basis and Mr. Lunt replied that there were certain courses that could be facilitated by the EAP at an additional cost to the County. Mr. Lunt reminded the Committee that although this process could be used, travel would be necessary for the mandatory course attendance needed to maintain certain professional designations, such as his Human Resources Institute Certification.

Mr. Gabriels asked what kind of management training would be offered and Mr. Lunt replied that it would consist of motivational, performance and communication skills, as well as others pertinent to management positions. He added that in his conversations with the Department Heads across the County, a lack of such training had been expressed. Mr. Caimano countered that there was no question of the lack of management training; however, he noted, it was his hope that such matters would be managed by the Human Resources Department and he did not feel that \$2,500 would be sufficient to support these efforts. Mr. Lunt replied that he did not feel that the \$2,500 requested would be enough to cover all of the training either, but it would be sufficient to begin the process. Mr. Gabriels stated that he felt that the \$2,500 requested should remain identified in the Budget, otherwise it might become just another unfunded desire. Rethinking the matter, Mr. Caimano stated that he agreed with Mr. Gabriels statement, adding that, when developed, the management training courses should be made mandatory.

Mr. Gabriels asked if there was another Budget Code that the management training could be placed in and both Mr. Payne and Mrs. Sady replied in the negative.

Continuing the review of the 2008 Budget request, Mr. Lunt apprised that the Contract (A.1435.470) Budget reflected a request of \$20,000, compared to the 2007 appropriations of \$17,270, an increase of \$2,730. He explained that \$17,500 of this amount would be set aside to fund the EAP program administered by MH Net, the costs of which had increased by \$230 to account for the possibility of new employees. He said that he intended to utilize the remaining \$2,500 to fund a workplace violence training program and he had been approached by a company offering these services on either a classroom or internet training basis. Mr. Lunt stated that the price offered for this program was \$2.50 per person for up to 1500 employees, for a total of \$2,500 for 1,000 Warren County employees. He said that this was an option to facilitate the training mandated by the State of New York.

Mr. Caimano stated that the rate quoted was reasonable, but asked if workplace violence training was offered by NYSAC (New York State Association of Counties) as a free service and Mr. Lunt replied in the negative.

Mr. Lunt stated that he was in favor of the idea of offering the workplace violence training through

use of the internet because it would be much simpler than attempting to educate 1,000 employees in a classroom setting. He added that the internet based training would make accounting for compliance of the mandatory training much easier because a tracking mechanism was built into the training program.

Mr. Payne advised that due to the cost of the training, which Mr. Lunt had quoted at \$2,500, an RFP (Request for Proposal) process would be required to request at least three quotes for the service. Mr. Caimano stated that he did not feel this was correct and he said he recalled that the RFP process was only needed if the price of the service exceeded \$3,000. *(Note: Following the meeting it was confirmed that the Purchasing Policy stated that purchases under \$3,000 did not require RFP's.)*

Rich Kelly, Personnel Officer entered the meeting at 9:49 a.m.

Mr. Caimano pointed out that the 2008 Budget request reflected no revenue anticipated for the Human Resources Department and he said that he hoped Mr. Lunt intended to look into applying for grants that might assist the Department. Mr. Lunt replied that one item discussed in the past had been with respect to the Safety Committee's offering driver training for employees and the possibility of becoming a training site to offer such training to the public to bring in additional revenue.

Motion was made by Mr. Kenny, seconded by Mr. F. Thomas and carried unanimously to approve the 2008 Human Resources Budget, authorize the Committee Chairman to sign it and submit same to the Budget Officer.

As there was no further business to come before the Personnel/Human Resources Committee, on motion made by Mr. Sokol and seconded by Mr. Kenny, Mr. Gabriels adjourned the meeting at 9:51 a.m.

Respectfully submitted,  
Amanda Allen, Legislative Office Specialist